



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CAPITAL CONST/DESIGN PROJECT MANAGER

Job Number: 20001407

Job Code: 70430V161016

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, assigns and supervises the work of construction engineers in the execution of capital construction projects; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have two years of experience above that required for licensure.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

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NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be a licensed professional engineer or architect in the Commonwealth of Kentucky by the State Board of Licensure for Professional Engineers and Land Surveyors. <http://kyboels.ky.gov/> OR the State Board of Examiners and Registration of Architects <http://boa.ky.gov/>. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and supervises the work of construction engineers in the execution of capital construction projects. Reviews and interprets departmental rules, regulations and policies. Receives and reviews design phases drawings, construction estimates and project status reports from construction engineers. Receives and reviews funding requests for project budgets, for Secretary's orders, change orders and personal services contract invoices. Signatures advises of change to architects' and engineers' contracts. Reviews all construction documents prior to submission for advertisement and signatures the plans for intent of program concept. Attends construction meetings to resolve problems and monitors progress of project. Administers special capital construction projects. Provides technical assistance to user agencies during the construction process. Provides budget control over projects. Has responsibility for the approval and maintenance of project records during design and construction. Reviews and coordinates the design of buildings by consultants. Assists in the development of departmental policies.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically is in an office setting and at construction sites. Work at construction sites may involve walking around dirty and dusty environments, asbestos, dynamite and noise. Extensive travel is generally required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*